

# Protocol For Entering Dance Centre

## During COVID-19

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Reviewed by Christine Hanks: 29 April 2020

### Background

During Level 3 Dancers will voluntarily return to the studio to resume work under the conditions of a safety plan. Part of this plan will require physical distancing and a reassurance that they are well before entering the Dance Centre.

This protocol outlines the process for Artistic Staff and Dancers entering the dance centre and undertaking thermometer testing during level 3. This protocol will be reviewed once we move out of level 3. A delivery protocol is also included.

### Protocol

#### Temperature Checking

- Artistic Staff will be at the Dance Centre at least 30 minutes prior to class to let people in and check temperatures with the contactless thermometer before they enter.
- The thermometer will be cleaned by the Ballet Master prior to and after use.
- Artistic Staff will wear gloves and a mask while checking people's temperature. A supply of masks and gloves has been ordered but until they arrive masks can be taken from Grab-n-Go bags.
- If a dancer has an elevated temperature (above 37 degrees) they will be asked to do one of three things:
  1. if they have a car they will be asked to drive home, as well as anyone who travelled with that person.
  2. if they walked to the Dance Centre, then they will be taken upstairs to the greenroom to develop a plan to get them home safely. Following their exit from the building the Artistic Staff member will contact Jane to alert the cleaners that they will need to clean the upstairs.
  3. If someone registers an elevated temperature and have just done vigorous physical activity to get to the Dance Centre they will need to sit upstairs in the green room for 20 minutes (ensuring physical distancing within anyone else in same situation) and be rechecked before joining class. If their temperature has not come down a plan will be put in place to get them home safely along with anyone else they may have had contact with.

- Gloves and mask will be disposed of in a secure bin after each temperature checking.
- “X”s will be taped outside for dancers to stand on to keep the 2 meter distance while waiting to get into the building.

#### Roster

- A roll will be taken daily by a Ballet Master and updated online to keep record of who was there and who was not and what time they entered and exited the building. Notes will be added if anyone arrived with a temperature.

#### Follow Up

- At the end of each day Artistic Staff will follow up with any dancer who was not there or who was sent home. They will ensure that they are being looked after and following the government laid out protocols for anyone showing symptoms.
- Artistic Staff will inform Christine Hanks of anyone who has called in sick or been sent home and will maintain a central register for the company and co-ordinate any contact tracing required.

#### Deliveries

The only delivery to the Dance Centre will be Just Water. They will have Ballet Masters mobile numbers and will call when they are outside. Everyone but the Ballet Master on duty should remain in the studio. Whoever is letting them in should put on gloves, pick up the Visitor’s Book and a pen and, while maintaining 2-metres distance from the delivery person, ask them their name and phone number and enter that information along with the date, time and note that they are from Just Water. Once they have left, please replace the Visitor’s Book and dispose of your gloves in the nearest rubbish bin and then wash your hands.

Whenever someone replaces a water bottle, they should wear gloves and then wash their hands after disposing of the gloves.